

***ACCESS for ELLs®* Testing Schedule for Vermont 2009 – 2010 Academic Year**

Task	Start Date	End Date
Test Window	03/01/10	04/16/10
Districts Pack Completed Material	04/16/10	04/23/10
Districts Ship Completed Material to MetriTech		04/23/10
All Materials Received at MetriTech		04/29/10
Reports Shipped to Districts/SUs	06/23/10	06/28/10
Test Correction Window (Deadline for notifying VT DOE)	06/28/10	07/26/10

Special Instructions for Vermont Only

These **Vermont Special Instructions** are intended to *supplement* the ***ACCESS for ELLs®* District and School Test Administration Manual (2009-2010)—Form 201**, which provides *generally* applicable information for the 22 states that now comprise the WIDA Consortium. Due to the small size and unique circumstances in VT, there are some differences in the way District ELL Coordinators and Test Administrators will need to:

1) Handle the Pre-ID Labels; and 2) order additional test materials.

HANDLING THE PRE-ID LABELS:

The Vermont DOE provided MetriTech with a file used to create Pre-ID Labels for students identified by the **2010 ACCESS for ELLs® Student Verification**. Students who arrived after the close of the verification period will not receive a Pre-ID label, but are still required to be assessed. For students without Pre-ID labels, the **core demographic information** will need to be bubbled in on the test booklet.

District ELL Coordinators and Test Administrators should review this list of Do's and Don'ts:

1. Test administrators should be sure which tier of the test will be given BEFORE affixing the Pre-ID Label.
2. If there is a mistake in the student's name, birth date, or grade level, then you should either discard the Pre-ID label (before affixing it to the booklet) or, black out all information (including the bar code) with a PERMANENT BLACK MARKING PEN, and then bubble in ONLY the following information on the test booklet:

<ul style="list-style-type: none"> • Student's Last Name • Student's First Name • Student's Middle Initial (only if necessary) • District Name • School Name • District Code number (Check with your District Test Coordinator.) 	<ul style="list-style-type: none"> • School Code number (Check with your District Test Coordinator.) • Two-letter State Name Abbreviation (VT) • Birth Date • Date First Enrolled U.S. School (Kindergarten or higher – not Pre-K) • Grade Level • Gender
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Do not fill in any other student information boxes on test booklets except for ‘SCHOOL USE ONLY SECTIONS’ if you need to code:

- Reasons why a section of the test (Listening, Reading, Speaking, or Writing) should not be scored for the student (see **page 21** of Test Administration Manual);
 - Accommodations used for a student, if approved for the student (also **page 21**).
3. **If there are any problems with the Pre-ID labels, and you’re still unsure what to do, please consult with Jim McCobb (828-0185) or Lucille Chicoine (828-5922) BEFORE discarding labels or bubbling information on the test booklets.**
 4. **If you find mistakes on the label(s), please notify Jim or Lucille directly so the VT DOE ELL database can be corrected for future reference.**
 5. **Do not cross out or write corrections on the Pre-ID labels.** The computer scanner used to score test booklets will NOT read any hand-written changes on labels. It will only read the information on the PRE-ID LABEL. If you have already stuck the label (with mistakes) on the booklet, you will need to black out the entire Pre-ID Label (including bar code) with a BLACK PERMANENT MARKING PEN and then bubble in all the information listed in #2 above.
 6. For students without Pre-ID labels who will be tested, bubble in only the basic information listed in #2.
 7. **Do not ask students to bubble in information on the Test Booklets!**

ORDERING ADDITIONAL ACCESS for ELLs® TEST MATERIALS:

If you have newly enrolled students or have decided to give a student a different Tier than previously ordered, District ELL Coordinators should order additional booklets from the Vermont Department of Education. [Districts in Vermont will NOT receive ‘overage’ (additional test materials) with their shipment of test materials.]

Please try to *consolidate* Orders for Additional Materials for schools from the same district/supervisory union. We understand that this may not always be possible when students arrive later in the test window.

TO ORDER ADDITIONAL MATERIALS, FILL OUT ALL THE FORMS (ATTACHED) AND FAX TO LUCILLE CHICOINE AT (802) 828-6563:

1. [Additional Materials Order Form](#).
2. [Additional Students for ACCESS for ELLs® 2010 Assessment](#) (complete separate form for each school needing additional materials).
3. [Home Language Surveys](#) for ALL additional students to be tested (if not previously sent).

If you have questions/concerns, please contact Lucille Chicoine at 828-5922 or Jim McCobb at (802) 828-0185.

THANKS FOR ALL YOUR EFFORTS AND ATTENTION TO THE DETAILS!

Vermont – ACCESS for ELLs® Additional Materials Order Form
Academic Year 2009-2010

For all Additional Materials orders please contact either of the following individuals:

Lucille Chicoine: Fax: (802) 828-6563 Phone: (802) 828-5922 E-mail: Lucille.Chicoine@state.vt.us
Jim McCobb: Fax: (802) 828-6563 Phone: (802) 828-0185 E-mail: James.McCobb@state.vt.us

State:	Vermont
Contact Name:	
Phone Number:	
E-mail Address:	
District Name:	
District Number:	
Ship Address:	
City, State, ZIP:	

The district assessment coordinator can make requests for additional materials at any time during the testing window as long as the district is still able to ship all test materials back to MetriTech by the April 23, 2010 deadline.

Grade	Test Booklets	Administrator's Scripts	Speaking Flip Charts
Kindergarten			
1-2 Tier A			
1-2 Tier B			
1-2 Tier C			
3-5 Tier A			
3-5 Tier B			
3-5 Tier C			
6-8 Tier A			
6-8 Tier B			
6-8 Tier C			
9-12 Tier A			
9-12 Tier B			
9-12 Tier C			



Additional Students for 2010 ACCESS for ELLs® Assessment

DEPARTMENT OF EDUCATION

(please submit a separate form for each school)

School: _____

SU: _____

Name	Grade	DOB	Date First Enrolled in K or Higher in any US School	2010 ACCESS & Tier
Additional Student:				
Additional Student:				
Additional Student:				
Additional Student:				
Additional Student:				
Additional Student:				
Additional Student:				
Additional Student:				
Additional Student:				
Additional Student:				
Additional Student:				
Additional Student:				
Additional Student:				
Additional Student:				
Additional Student:				

Please fax this form along with the Additional Materials Order Form and Home Language Surveys to Lucille Chicoine or Jim McCobb at the Vermont Department of Education, 120 State Street, Montpelier, VT 05620-2501.
 Fax (802) 828-6563; Telephone (802) 828-0185 or (802) 828-5922

Submitted by: _____ Signature _____ Phone # _____
 _____ Print Name _____

Primary/Home Language Survey for All Kindergarten and Incoming Students

Instruction for schools in completing the survey:

1. Interview the parents/guardians of **ALL** new Kindergarten and incoming students in grades K-12 and record all information requested.
2. Provide interpreting services whenever necessary.
3. Please check to see that **all questions** on the form are answered.
4. A copy of any survey with a language other than English should be referred to the ESL teacher for further screening to determine if the student is an **English Language Learner (ELL)**.
5. Surveys for students identified as ELLs should be faxed (802 828-6563) or mailed to:
Jim McCobb, ELL Program Coordinator, Vermont Department of Education, 120 State Street, Montpelier, VT 05620-2501
6. Place the original survey form in the student's permanent file
7. For questions: E-mail: james.mccobb@state.vt.us Tel: (802) 828-0185

Student Information (Parents/Guardians should complete this section.)			
First Name:	Last Name:	Date of Birth:	Gender: F <input type="checkbox"/> M <input type="checkbox"/>
Country of Birth:	Date of Entry in U.S.:	Date student first began Kindergarten (or higher grade) in any U.S. school:	
Questions for Parents/Guardians		Response	
What is the native language of each parent/guardian?			
What language(s) are spoken in your home?			
Which language did your child learn first?			
Which language does your child use most frequently at home?			
Which language do you most frequently speak to your child?			
What other languages does your child know?			

FOR SCHOOL OFFICE ONLY		
School Information (School Staff should complete this section based on information gathered from parent/guardian.)		
What school will the student attend?		
Beginning date in this school:	What grade will the student enter?	Person Conducting Survey: